



Job Opportunity

State Controller's Office

Position: Associate Accounting Analyst/Accounting Analyst | Statewide

Location: Accounting and Reporting
3301 C Street, Suite 500, Sacramento, CA 95816

Issue Date: 09/03/04

Final Filing Date: 09/16/04

Contact/Telephone:
Sylvia Brown, (916) 445-7684

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-420-4588-026
051-420-4582-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of the Accounting Administrator I Supervisor, the incumbent will perform those duties necessary to process county cost plans and negotiation agreements submitted by county governments, including the review of, negotiation of, and approval of countywide cost allocation plans. This position may involve travel of 30-50 percent. Complexity of plans and agreements assigned will be commensurate with level hired.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Analyze for adherence to the standards of allowability prescribed by Federal and State rules and regulations, the countywide cost allocation plans submitted by county governments, and approve plan as appropriate.
- Conduct desk and field analysis of county budgets, appropriation ledgers, revenue accounts, and other financial records to ascertain that all expenditures and abatements have been included and that allocation bases are equitable.
- Resolve issues connected with countywide cost allocation plan reviews and issues affecting cost allocation plans.
- Analyze billing procedures of central support service departments and internal service funds to ensure that billing procedures and the year-end adjusting procedures are reasonable and result in equitable charges to Federal and State grant programs.
- Consult with federal, state, and local government officials. Assist in the interpretation and clarification of federal guidelines.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Human Resources

P. O. Box 942850

Sacramento, CA 94250-5877

Attn: Denise Cruz

(Do not send your application to Sylvia Brown)